



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 5-12-74 742-12-74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. GFD-3 OAS-2 3		Date Received FEB 13 1974	Application No. 74-53	Date Completed FEB 18 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Office of Administrative Services, Accounting section 270 Washington St., S.W. Atlanta, Georgia 30334		4. Person to Contact Herb Moye		
		5. Working Title Supv. Cash Management		6. Tel. No. 656-3517

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
July 1973-date

9. Exact Series Title
HUNTING AND FISHING LICENSE FILE

10. What is the function of the office in which this record series is created?

The Office of Administrative Services provides centralized administrative services for the Department in the areas of accounting, personnel, and general services which includes budgeting, purchasing, property control, records management, and general office services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the collection of fees for hunting and fishing licenses.

Included are: all hunting and fishing license books issued by the Department in resident, non-resident, and special categories.

File is arranged: alphabetically by game and fish district.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				75	150
Legal-size File Drawers	75	150	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
				Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	5	0
				0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? ☒ []
- 14. Is there a duplication of this series in another office or agency? [] ☒
- 15. Is the information contained in this series ever summarized or published? [] ☒
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [] ☒
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒
- 18. Could the function be performed if the files were lost or destroyed? ☒ []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒
- 20. Does the record series provide data as input to an EDP file? [] ☒
- 21. Does the record series contain documentation produced as EDP printout? [] ☒
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] ☒
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] ☒

24. REQUIREMENTS. The following requires the files to be kept NA years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

(see #25)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [] OTHER (see below) , then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [x] Other: (Specify)

Upon the accumulation of 15 cubic feet of files, transfer to Records Center, hold 1 year or until State Audit, whichever is later; *then destroy*

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>John Neam</i>		Date <i>2/12/74</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<input checked="" type="checkbox"/> Approved [] Disapproved	<i>William M. Dixon</i>	<i>2-12-74</i>
	State Auditor/Designee	<input checked="" type="checkbox"/> Approved [] Disapproved	<i>William M. Dixon</i>	<i>2-14-74</i>
	Secretary of State/Designee	<input checked="" type="checkbox"/> Approved [] Disapproved	<i>Carroll Hart</i>	<i>2-14-74</i>
	Attorney General/Designee	<input checked="" type="checkbox"/> Approved [] Disapproved	<i>Robert H. Hume</i>	<i>2-15-74</i>

STATE RECORDS COMMITTEE *74-53*